



**DEPARTMENT OF THE TREASURY
DEPARTMENTAL OFFICES
CAREER OPPORTUNITY**

Attorney-Advisor, GS-905-12/13/14 (One Position)

**This announcement is a solicitation for applications from all sources.
No prior civil service is required.**

**VACANCY ANNOUNCEMENT NUMBER
2004-047VCJ**

The Office of Community Development Financial Institutions (CDFI) Fund will be accepting applications for the position identified above from February 9, 2004, through February 27, 2004. All applications must be received by February 27, 2004.

A full time (40 hours per week) position is available for an **Attorney Advisor** in the Office of Legal Counsel of the **Community Development Financial Institutions (CDFI) Fund**. The Fund is charged with promoting economic revitalization and community development primary through tax credit allocation, investment in and assistance to CDFIs and other community development entities, and through encouraging insured depository institutions to increase lending, financial services and technical assistance to CDFIs and within distressed communities throughout the United States. Among other things, the Fund provides tax credit allocations, grants, loans, deposits, equity investments and technical assistance to organizations engaged in community development finance.

The incumbent serves as an attorney on the staff of the Office of Legal Counsel of the Fund. The incumbent is responsible for the following activities, including but not limited to: (i) providing legal advice to the Fund related to the Fund's programs (including the CDFI Program, Bank Enterprise Award Program, New Markets Tax Credit Program, and others); (ii) researching, analyzing and drafting Federal legislation, regulations and policy documents related to the Fund's operations and programs; (iii) drafting and reviewing program application materials; and (iv) drafting/negotiating/closing terms and conditions of financing, investment and other documents for assistance provided by the Fund to awardees. The incumbent will also participate in other legal matters and issues involving the Fund, community development and the financial services industry.

The Fund is located in the heart of downtown Washington, D.C. at 601 13th Street, NW, seconds away from the Metro Center, shops, restaurants, and less than 3 blocks from the Main Treasury Building located on the White House Complex.

A copy of this vacancy announcement is also available through OPM's web site at www.usajobs.opm.gov or Treasury's web site at <http://intranet.treas.gov/sites/tvas>. Questions regarding this position may be answered by Jeffrey Berg at (202) 622-8530 or Vera Jones at (202) 622-1104.

You may email your application to attorneyresumes@cdfi.treas.gov or you may fax your application to (202) 622-8244.

BENEFITS:

- ~ Salary \$59,302 - \$108,335
- ~ 10 Paid Holidays
- ~ Paid Annual & Sick Leave
- ~ Federal Employees Retirement Plan
- ~ Health Benefits ~ Life Insurance ~ Awards
- ~ Valuable Work Experience
- ~ Thrift Savings Plan (Similar to 401K plans)

**APPLICATION
PROCEDURES:**

- ~ In order to assist you in preparing your application package, instructions and checklist are included with this announcement.

QUALIFICATION

- ~ Graduation from an accredited law school and active bar membership are Required. A minimum of one year of legal experience after law school, with transactional legal experience in the field of economic/community development and knowledge of statutes and regulations governing financial institutions.
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Employment of People with Disabilities: The Departmental Offices provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

Veterans Employment Act of 1998: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service may apply.

Specialized Experience: Specialized experience is experience which provided the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position and which is typically related to the work of the position to be filled. For this position specialized experience includes transactional, legal experience in the field of economic/community development and knowledge of statutes and regulations governing financial institutions.

Basis for Rating: Applicants will be evaluated for this position based on their relevant experience (including voluntary experience), education, training, and awards as reflected in their application as of the closing date of this announcement. Status applicants will be rated and ranked based on values that are assigned to your experience to determine the best qualified. Therefore, to receive full consideration, applicants are encouraged to address the rating factors listed below. These rating factors may be addressed by using plain paper. Training records, awards, and supervisory appraisals will also be considered in the ranking process.

Rating Factors:

1. Knowledge of the field of economic/community development law and finance; and knowledge of statutes and regulations governing community development finance and financial institutions.
2. Demonstrated ability in transactional legal work.
3. Oral and written communications skills, including the ability to negotiate in transactional contexts, and the ability to present orally and in writing analytical findings.
5. Ability to work independently, to function in a team, to work cooperatively with others, and to achieve expectations in a time sensitive environment.

Application Procedures: In order to assure that you are given full consideration for this position, the information identified on the attached checklist should be included in your application package.

Application packages may be mailed to: Department of the Treasury, Office of Community Development Financial Institutions (CDFI) Fund, Office of the Legal Counsel, 601 13th Street, NW Suite 200-South, Washington, DC 20005; or faxed to (202) 622-8244; or email to attorneyresumes@cdfi.treas.gov. Since applications received under this announcement will not be returned, candidates should not submit any original documents.

Please Note: In accordance with 18 U.S.C. 1719 and 39 U.S.C. 3201, applications mailed in a Federal agency postage-paid envelope (penalty mail) will not be considered. Applications will be accepted from facsimile machines.

This vacancy announcement is issued in accordance with the provisions on General Counsel Directive No.2 (Revised). Appointment and Promotion of Attorneys, Dated September 1, 1986. Applications will receive consideration regardless of race, creed, national origin, sex, marital status, age, or any other non-merit reason.

Recruitment bonus is not authorized.

Critical Sensitive - This position has been designated Critical sensitive. The individual selected for this position will be subject to the necessary security investigation. Executive Branch agencies are barred from accepting or considering prohibited political recommendations and are required to return any prohibited political recommendations to the sender.

Financial Disclosure: The applicant selected for this position is required to complete a financial disclosure form.

Promotion Potential: The selectee may be promoted to the full performance level without further competition when all regulatory, qualification and performance requirements are met. Selection at a lower grade level does not guarantee promotion to the full performance level, but depends on the selectee's demonstration of the ability to perform the duties of the higher grade to the satisfaction of the supervisor and the availability of enough work to support the targeted position.

APPLICANT CHECKLIST

This checklist is provided to assist you in preparing your application package. The items marked by an asterisk are **REQUIRED** and must be included in your application package for you to be considered for this position.

JOB INFORMATION

- ☐ *Updated SF-171, "Application for Federal Employment," OF-612, "Optional Federal Employment Application," or "Resume," or any other format your choose.
- ☐ Announcement Number
- ☐ Title and grade of the position applying for.
- ☐ Identify the lowest pay or grade level you will accept. (*You will not be considered for jobs which pay less than you indicate.*)
- ☐ *Copy of most recent (nonperformance/non-incentive award) SF-50B, "Notification of Personnel Action." (*Status applicants only.*)

PERSONAL INFORMATION

- ☐ First, last & middle name
- ☐ Mailing address (*with ZIP Code*)
- ☐ Social Security Number
- ☐ Day and Evening Phone Numbers (*with area code*)
- ☐ Country of Citizenship
- ☐ Highest Federal civilian grade held. Include job series and the dates you were at this grade level.

WORK EXPERIENCE

- ☐ Describe specific duties & responsibilities.
- ☐ Include paid and volunteer work experience. (*Include title, grade & series if applicable*)
- ☐ Performance Appraisal

- ☐ Indicate if we may contact your supervisor.

OTHER QUALIFICATIONS

- ☐ Job-related skills, accomplishments, and awards, (i.e. awards or special fellowships received, i.e., typing proficiency, skills with computers, speaking other languages, public speaking, membership to professional orgs.)
- ☐ Job-related qualifications must be described
- ☐ Job-related certificates & licenses (*current only*)
- ☐ Job-related training courses (*title and year*)
- ☐ Rating factors identified on the previous page. (*Factors may be addressed on bond paper.*)

INFORMATION FOR VETERANS

- ☐ DD Form 214
- ☐ Proof of veterans' preference if applicable.

PERSONS WITH DISABILITIES

- ☐ Letter of eligibility from the appropriate State Department Rehabilitation Service. (*This document is to be provided only if you are applying under a special appointing authority for individuals with disabilities.*)

EDUCATION

- ☐ High School, address & zip code
- ☐ Date of diploma or GED.
- ☐ Colleges & Universities, address & zip code
- ☐ Identify majors, degree received, & date graduated (If you have not received your degree, show total credits earned and indicate whether semester or quarter hours)

☐ ***College transcripts. (*If applicable*)**